



# Freedom of Information Act Request

Name \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Certification Requested? Yes or No \_\_\_\_\_ Signature \_\_\_\_\_

Description of Records Requested

**Library Response: For Library Personnel to Complete**

Approved  The documents are enclosed  
 The documents will be made available upon payment of copying costs  
 You may inspect records (location and date):

Denied  The request creates an undue burden on the public body in accordance with Section 3(f) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request  
 The materials requested are exempt under Section 7\_\_ of the Freedom of Information Act for the following reason(s):

Request delayed, for the following reason(s) (in accordance with 3(d) of the Freedom of Information Act and you will be notified by the date provided as to the action taken on your request):

The information required by this form is mandatory in order to comply with 5 ILCS 140/1.  
Failure to so provide may result in this form not being processed.

FOIA Officer

Signature and Date

